

Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD
Tuesday, March 17, 2020
Syble Hopp School

1. Action Item: Call to Order
2. Open Forum
3. Action Item: Approval of the December 17, 2020 BCCDEB Minutes
RECOMMENDED MOTION: That the minutes from the December 17, 2020 Board meeting be approved.
4. Action Item: Approval of Agenda
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
5. Action Item: Donations
RECOMMENDED MOTION: That the January, February and March donations be approved.
6. Action Item: Payment of Bills
RECOMMENDED MOTION: That the payment of the bills be approved.
7. Action Item: Financial Report
RECOMMENDED MOTION: That the financial report be accepted.
8. Action Item: Resignations
RECOMMENDED MOTION: That the Board accept the resignation of Instructional Aide, Becky Lemons and Teacher, Jessica Manibog.
9. Action Item: Retirement
RECOMMENDED MOTION: That the Board accept the retirement of Instructional Aide, Paula Bavinck and Teachers, Julie Stumpf, Sandy Siebens and Sheryl Brunette.
10. Action Item: Pledge Write Off
RECOMMENDED MOTION: That the Board approve the Pledge Write Off for Mr. and Mrs. Gary Ziegelbauer.
11. Action Item: Unpaid Meal Charges Policy
RECOMMENDED MOTION: That the Board approve the revision to Policy 5.11 School Lunch Service regarding Unpaid Meal Charges.
12. Action Item: Wellness Policy
RECOMMENDED MOTION: That the Board approve the revised BCCDEB Wellness Policy and Rule.
13. Discussion Item: Pandemic Plan
14. Discussion Item: Mental Health Committee Update
15. Discussion Item: Administrator's Report
16. Discussion Item: Parent Organization Report
17. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session.
18. Action Item: Adjournment
RECOMMENDED MOTION: That the March 17, 2020 Brown County Children with Disabilities Board meeting be adjourned.

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, March 16, 2020 so arrangements can be made."

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, December 17, 2019

Board Members Present: B. Clancy, J. Jansch, K. Lukens, J. Mitchell, A. Tran, S. King

Excused: J. Wieland, L. Franke, A. Nizzia, C. Maricque

Others Present: K. Pahlow, S. Johnson, N. Kohls, C. Jensky

1. Action Item: Call to Order
S. King called the meeting to order at 3:30 PM.
2. Open Forum - None
3. Action Item: Approval of November 19, 2019 Minutes
Motion made by J. Jansch, seconded by J. Mitchell, that the minutes from the November 19, 2019 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.
4. Action Item: Approval of Agenda
Motion made by J. Mitchell, seconded by B. Clancy, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.
5. Action Item: Donations
K. Pahlow reviewed donations highlighting a large donations for sensory furniture.
Motion made by J. Jansch, seconded by J. Mitchell, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.
6. Action Item: Payment of Bills
K. Pahlow reported that bills were routine for this time of year. No questions asked.
Motion made by J. Mitchell, seconded by J. Jansch, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.
7. Action Item: Financial Report
K. Pahlow stated that we continue to be on target with the budget except those areas that we have discussed at previous meetings that we are confident will balance out elsewhere at the close of the budget period.
Motion made by B. Clancy, seconded by J. Jansch, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.
8. Action Item: Audit
K. Pahlow reported that the audit went well and no corrections were needed. The 'Auditors did have a focus on forgery this year. We were able to share our process to avoid it with confidence.
Motion made by J. Jansch, seconded by B. Clancy, that the Board receive and place on file the 2019 Audited Financial Statements. MOTION CARRIED UNANIMOUSLY.
9. Action Item: Resignation
Motion made by B. Clancy, seconded by J. Jansch, that the Board accept the resignation of district aide Sarah Van Rossum, effective January 25, 2020. MOTION CARRIED UNANIMOUSLY.
10. Action Item: 2020-2021 Calendar
K. Pahlow explained the change with spring break in next year's calendar to align close to WDP's calendar so we can utilize their food service. In addition, based on recommendations from the calendar committee, we have changed some of the professional learning days from Fridays to Mondays.
Motion made by J. Jansch, seconded by J. Mitchell, that the 2020-2021 school year calendar be approved. MOTION CARRIED UNANIMOUSLY.

December 17, 2019

11. Discussion Item: Administrator's Report

K. Pahlow

- Four staff went to a Ross Green conference (focus on behavior).
- The admin team will serve breakfast to staff on Friday for the holidays. The Board was invited to join.
- Students and staff have been tree trimming and caroling at the Northern Building, De Pere City Hall and Nicolet Bank.
- Staff have been busy with all of the holiday festivities in and out of the classrooms.
- Board members were all invited to the holiday program tomorrow at 1:00 or 6:00 PM
- Each board member received a gift bag and t-shirt from the students and staff as a thank you for their service.

Sarah Johnson

- Two months ago, six staff members gathered to take part in a Mental Health Needs Assessment that was made available by DPI. Staff reviewed questions and set goals. Will report back when the assessment is finished.

12. Discussion Item: Parent Organization Report

- The Winter Blast committee continues to meet and plan for the big event on February 7th.
- On January 11, the Parent Organization will be sponsoring a Community Agencies and Service Providers Open House. Agencies that service our students will be on hand to speak with parents about summer programming along with transition services.

13. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion made by B. Clancy, seconded by J. Jansch, that the Board move into Executive Session at 3:50 PM. MOTION CARRIED UNANIMOUSLY.

Board returned to open session at 4:15 PM.

14. Action Item: Board Certification – School Violence Drill

Motion made by J. Jansch, seconded by K. Lukens, that the Board certify the Act 143 – School Violence Drill. MOTION CARRIED UNANIMOUSLY.

15. Action Item: Adjournment

Motion made by B. Clancy, seconded by J. Jansch, to adjourn the December 17, 2019 Brown County Children with Disabilities Board meeting at 4:15 PM. MOTION CARRIED UNANIMOUSLY.

Syble Hopp School

DONATIONS – JANUARY/FEBRUARY/MARCH 2020 BOARD MEETING		
DONOR	AMOUNT	ITEM/PURPOSE
Rent A Tent		400 folding chairs for holiday program
Nicolet Bank	\$500	Communication Core Language boards for classrooms and speech
Wayne & Judith Schaut	\$50	IM of Jacob Van Lanen – Hopp Needs
Mack's Pub & Grill	\$100	Hopp Needs
Mr. & Mrs. Hermitanio	\$2,000	Vertz's classroom/Sensory Furniture
KC Council #6464	\$671.08	Hopp Needs
Alexandra Tran	\$100	Sukowaty Classroom - IM of Aiden Fry
Mr. & Mrs. Switzer	\$84.80	To pay for student's negative lunch balances
Nicolet Bank	\$1,000	Hopp Needs from their employees
Kate & John Lombardi	\$250	Hopp Needs
Gordan Chevalier	\$3,000	Physical Therapy Department In loving memory of McKenna Schink
Gerald & Susan Harris	\$50	Hopp Needs
Miriam Mulva	\$50,000	Parent Organization – Winter Blast
Shirley Vans Dance Studio		2 large tumbling/gymnastic mats for classroom sensory activities
Tyler & Hayley Buzza	\$100	Spirit Wear
The LaPalm Family		Clothes for the classrooms
Gwynn Vetter	\$100	Hopp Needs – in honor of their great nephew
Sidekicks		28 \$75 Walmart gift cards to teachers
De Pere Christian Outreach	\$4,000	Hopp Needs
Thomas Gauthier	\$2,500	Hopp Needs
Kwik Trip	\$43.19	Customer Rebate Program
Julie Taylor		Clothes, boots, shoes for classrooms
Prevea Health		Numerous health item: Band aids, chap stick, hot/cold packs, disinfectant wipes, Kleenex, wet wipes, markers, crayons, pads, socks, hats, gloves, scissors, folders, binders, pens, stickers
Jason VanEgeren	\$822.04	Hopp Needs – proceeds from Christmas light display
Christopher DeYoung and Humana Matching Gift Program	\$98.50	Hopp Needs
Goodwill		Five 25\$ Good Neighbor cards
Mack's Pub and Grill	\$100	Hopp Needs
Leanne Comins		Tag blankets, arts and craft supplies, 20 handmade aprons for staff use.

Syble Hopp School

[illegible]

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ACC AUTOMATED CONTROL	0100001912	02/05/20	25676		Semi Annual Service Agreement 1/20-6/20	0-10-100-324-253300-019-000000-2	1,144.50
					Check Total		1,144.50
					Vendor Total		1,144.50
APPLETON AREA SCHOOL DISTRICT	0100001928	02/11/20	APT 2-20		Transit of Aide to Districts	0-27-800-936-491000-019-000000-2	872.00
					Check Total		872.00
					Vendor Total		872.00
	0100001933	02/11/20	APT 3-20		Transit of Aide to Districts	0-27-800-936-491000-019-000000-2	872.00
					Check Total		872.00
					Vendor Total		872.00
BADGERLAND PRINTING INC	0100001913	02/05/20	34619		Connection Newsletter	0-27-100-354-158000-019-000000-2	223.00
					Check Total		223.00
					Vendor Total		223.00
BATTERIES PLUS BULBS	0100001934	02/11/20	P23971181		Vastag Cooridor Canister lights	0-10-100-324-254300-019-000000-2	96.75
					Check Total		96.75
					Vendor Total		96.75
CC&N INC	0100001926	02/06/20	SRVCE00004181		Test/Install Data Cables	0-10-100-324-253300-019-000000-2	350.87
					Check Total		350.87
					Vendor Total		350.87
CELLCOM	0100001944	02/25/20	898503		Monthly Access 2/16-3/15	0-10-100-355-263300-019-000000-2	69.33
					Check Total		69.33
					Vendor Total		69.33
CESA #10	0100001914	02/05/20	12172		Software Hosting Quarterly Pmt	0-10-800-386-252000-019-000000-2	725.00
					Check Total		725.00
					Vendor Total		725.00

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Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
CESA #7		101381					
	0100001915	02/05/20	20534		Training Inclusive Ser B Moien/J Boylan	0-27-110-310-221300-317-000000-2	40.00
					Check Total		40.00
					Vendor Total		40.00
CITY OF DE PERE		101477					
	0100001916	02/05/20	1544120000-1/20		Duplex Water Usage 12/2/19- 1/2/2020	0-27-100-999-158000-019-000000-2	41.81
					Check Total		41.81
					Vendor Total		41.81
COUNTRY VISIONS COOPERATIVE		112876					
	0100001929	02/11/20	1036914 1/20		Squee-gg for Locker Room	0-10-100-411-253300-019-000000-2	24.85
	0100001929	02/11/20	1036914 1/20		Fuel for Bus	0-27-100-348-256610-011-000000-2	141.67
					Check Total		166.52
					Vendor Total		106.40
	0100001945	02/25/20	59257		Ford Transit Rotatetire/Tire Light Labor	0-27-100-324-256510-011-000000-2	30.09
	0100001945	02/25/20	59257		Ford Transit Rotate Tire/Tire Light-Part	0-27-100-324-256530-011-000000-2	136.49
					Check Total		303.01
DE PERE Y-MART		114547					
	0100001946	02/25/20	YMARTSHS 1/20		Fuel for School Vans	0-27-100-348-256610-011-000000-2	79.53
					Check Total		79.53
					Vendor Total		79.53
DENMARK SCHOOL DISTRICT		101990					
	0100001930	02/11/20	1920012		Sub 1/15-16 C Arrowood	0-27-101-382-436000-019-000000-2	228.74
	0100001930	02/11/20	DMK 2-20		Transit of Aide to Districts	0-27-800-936-491000-019-000000-2	1,989.00
	0100001930	02/11/20	1920013		Sub 11/24/19 fo C Giese	0-27-101-382-436000-019-000000-2	129.18
					Check Total		2,346.92
					Vendor Total		1,989.00
	0100001935	02/11/20	DMK 3-20		Transit of Aide to Districts	0-27-800-936-491000-019-000000-2	1,989.00
					Check Total		4,335.92
					Vendor Total		4,335.92

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
EDF ENERGY SERVICES LLC	0100001927	02/06/20	SYBLEHOPP 12/19		December Gas Usage Charges	0-10-100-331-253300-019-000000-2	2,081.05
					Check Total		2,081.05
					Vendor Total		2,081.05
GREAT AMERICAN DISPOSAL OF WISCONSIN	0100001936	02/11/20	02100341		Feb Trash Removal & Recycling Charge	0-10-100-324-253300-019-000000-2	124.00
					Check Total		124.00
					Vendor Total		124.00
IRON MOUNTAIN	0100001917	02/05/20	CJYV116		Paper Shredding	0-10-100-329-253300-019-000000-2	16.50
					Check Total		16.50
					Vendor Total		16.50
KYLES CONSULTING	0100001918	02/05/20	KYLESSH 1/20		January SBS/MAC Fee	0-27-800-310-223300-019-000000-2	900.00
					Check Total		900.00
					Vendor Total		900.00

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
LAMERS BUS LINES INC	104534						
0100001919	02/05/20	569139			Transportation Ashwaubenon Lanes 1/15	0-27-100-341-256750-011-000000-2	35.88
0100001919	02/05/20	569138			Transportation Ashwaubenon Lanes 1/14	0-27-100-341-256750-011-000000-2	34.44
					Check Total		70.32
0100001924	02/05/20	569205			February Route Transportation	0-27-100-341-256750-011-000000-2	36,682.29
					Check Total		36,682.29
0100001940	02/18/20	569874			January EDP Transportation M-TH	0-27-101-341-256750-011-000000-2	4,925.44
0100001940	02/18/20	569874			January WDP Transportation	0-27-101-341-256750-011-000000-2	3,253.88
0100001940	02/18/20	569874			RT 3642 SH January Route Transportation	0-27-100-341-256750-011-000000-2	8,970.40
0100001940	02/18/20	569877			January SPL Transportation AX	0-27-100-341-256750-011-000000-2	150.00
0100001940	02/18/20	569874			January Syble Hopp Route Transportation	0-27-100-341-256750-011-000000-2	10,649.82
0100001940	02/18/20	569874			January Work Shuttle	0-27-100-341-256750-011-000000-2	1,906.51
					Check Total		29,856.05
0100001947	02/25/20	65044			January Transportation ILP	0-27-100-341-256750-011-000000-2	890.00
0100001947	02/25/20	569714			Transportation-Ashwaubenon Lanes 1/22	0-27-100-341-256750-011-000000-2	33.15
0100001947	02/25/20	65065			January Transportation RP	0-27-100-341-256750-011-000000-2	132.00
0100001947	02/25/20	65078			January Transportation AX	0-27-100-341-256750-011-000000-2	346.00
0100001947	02/25/20	65047			January Transportation TL	0-27-100-341-256750-011-000000-2	902.40
					Check Total		2,303.55
					Vendor Total		68,912.21
PULASKI SCHOOL DISTRICT	106517						
0100001931	02/11/20	PUL 2-20			Transit of Aide to Districts	0-27-800-936-491000-019-000000-2	1,755.00
					Check Total		1,755.00
0100001937	02/11/20	PUL 3-20			Transit of Aide to Districts	0-27-800-936-491000-019-000000-2	1,755.00
					Check Total		1,755.00
					Vendor Total		3,510.00

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
RIESTERER & SCHNELL INC	0100001942	02/18/20	1704825		Pick up Blow-loosing hydrolic fluid	0-10-100-324-253300-019-000000-2	80.00
					Check Total		80.00
SOAP PRODUCTS CO LLC		107461			Vendor Total		80.00
	0100001948	02/25/20	41123		Laundry Soap	0-27-100-411-158000-019-000000-2	151.00
					Check Total		151.00
					Vendor Total		151.00
SUPERIOR CHEMICAL CORPORATION		107771			Clean Aire Dispensers, Odor Counteractan	0-10-100-411-253300-019-000000-2	197.32
	0100001943	02/18/20	252866		Check Total		197.32
					Vendor Total		197.32
TDS METROCOM		107847			Monthly Service	0-10-100-355-263300-019-000000-2	157.62
	0100001938	02/11/20	9203364367	2/20	2/10-3/9	Check Total	157.62
					Vendor Total		157.62

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
VDH ELECTRIC INC	01000001920	02/05/20	22430		Replace switch to 3 way system	0-10-100-324-253300-019-000000-2	233.94
					Check Total		233.94
WEST DE PERE SCHOOL DISTRICT	01000001932	02/11/20	WDP 2-20		Transit of Aide to Districts	0-27-800-936-491000-019-000000-2	3,788.00
					Check Total		3,788.00
	01000001939	02/11/20	WDP 3-20		Transit of Aide to Districts	0-27-800-936-491000-019-000000-2	3,788.00
					Check Total		3,788.00
	01000001941	02/18/20	WDPFS 1/20		January Food Service	0-50-800-310-257100-000-000000-2	5,569.74
					Check Total		5,569.74
	01000001949	02/25/20	105		Sb Teacher 2/11 S Brunette	0-27-101-382-436000-019-000000-2	172.24
					Check Total		172.24
WI DEPT OF JUSTICE	01000001921	02/05/20	G2841 1/20		January Background Checks	0-27-800-310-231700-019-000000-2	63.00
					Check Total		63.00
WILLEMS LANDSCAPE SERVICE INC	01000001922	02/05/20	37194		Snowplow & Salt Parking Lot	0-10-100-324-253300-019-000000-2	1,850.00
					Check Total		1,850.00
					Vendor Total		1,850.00
					Vendor Total		13,317.98

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WISCONSIN PUBLIC SERVICE							
	0100001911	02/05/20	427168134013212/		December Electric Service Charges	0-10-100-336-253300-019-000000-2	4,727.58
						Check Total	4,727.58
	0100001923	02/05/20	4271681340134 1/		Duplex Utility Usage	0-27-100-999-158000-019-000000-2	186.44
	0100001923	02/05/20	4271681340133 1/		Garage Utilities Usage	0-10-100-336-253300-019-000000-2	81.80
	0100001923	02/05/20	4271681340132 1/		Electric Service Dcember & January	0-10-100-336-253300-019-000000-2	4,419.33
						Check Total	4,687.57
						Vendor Total	9,415.15
						Grand Total	116,767.64

Syble Hopp Balance Sheet as of January 31, 2020

GENERAL FUND	
CASH	7,312,802.76
PREPAID EXPENSES	106.65
TOTAL ASSETS	7,312,909.41
ACCOUNTS PAYABLE	16,378.54
TOTAL LIABILITIES	16,378.54
EQUITY ACCOUNT	7,296,530.87
TOTAL FUND BALANCE	7,296,530.87
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(2,059,504.06)
TOTAL ASSETS	(2,059,504.06)
PAYABLE ACCOUNT	42,667.14
TOTAL LIABILITIES	42,667.14
EQUITY ACCOUNT	(2,102,171.20)
TOTAL FUND BALANCE	(2,102,171.20)
FOOD SERVICE FUND	
CASH	5,626.59
TOTAL ASSETS	5,626.59
ACCOUNTS PAYABLE	5,569.74
TOTAL LIABILITIES	5,569.74
EQUITY ACCOUNT	56.85
TOTAL FUND BALANCE	56.85

Support Information #7

Syble Hopp Revenue Summary for the Month Ended January 31, 2020

GENERAL FUND				
PAYMENT IN LEAU OF TAXES	3,080,863.00	3,080,863.00	-	Levy apportioned by the County was received in January.
INTEREST	38,000.00	46,746.57	(8,746.57)	Interest is trending higher than expected.
RENT (DUPLEX)	90,000.00	5,250.00	84,750.00	
MEDICAID MAC REIMBURSEMENT	63,000.00	-	63,000.00	
SECURITY GRANT	10,656.00	13,600.91	(2,944.91)	Additional funds were received for the installation of cameras.
MISCELLANEOUS	30,656.00	185.00	30,471.00	
TOTAL GENERAL FUND	3,313,175.00	3,146,645.48	166,529.52	
SPECIAL REVENUE FUND				
STUDENT FEES	5,445.00	4,845.00	600.00	
SOAR STUDENT REGISTRATIONS	35,000.00	32,375.00	2,625.00	
EC GRANT \$'S FROM DISTRICTS	37,991.00	-	37,991.00	
DISTRICT PAYMENT FROM IDEA FUNDS	247,220.00	-	247,220.00	
TUITION-SCH DISTRICT(OUT OF COUNTY)	232,870.00	230,111.28	2,758.72	
TRANSIT OF STATE AIDE (CESA)	8,410.00	-	8,410.00	
CESA 7 - REIMB SUBS	3,100.00	-	3,100.00	
				Three Categorical Special Education payments have been received. The percentage of reimbursement is less than budgeted.
SPECIAL EDUCATION AID FROM STATE	1,615,000.00	629,739.00	985,261.00	
GENERAL STATE AID	1,590,000.00	-	1,590,000.00	
HIGH COST KIDS (STATE AND FEDERAL)	17,000.00	-	17,000.00	
MEDICAID REIMBURSEMENT	253,000.00	70,595.26	182,404.74	
TOTAL SPECIAL REVENUE FUND	4,045,036.00	967,665.54	3,077,370.46	
FOOD SERVICE FUND				
STUDENT LUNCH	33,000.00	18,743.20	14,256.80	
ADULT LUNCH	1,200.00	84.40	1,115.60	
FOOD SER/STATE AID	1,000.00	-	1,000.00	
FOOD SERVICE/FED AID	27,380.00	11,511.59	15,868.41	
FED AID/COMMODITIES	6,000.00	-	6,000.00	
TOTAL FOOD SERVICE REVENUE FUND	68,580.00	30,339.19	38,240.81	

Syble Hopp Expenditures Summary for the Month Ended January 31, 2020 - Unaudited

GENERAL FUND						
LIBRARY MEDIA RESOURCES	320.00	-	-	320.00	-	Subscriptions/licenses have been paid for Alio, Absence Management, and Time and Attendance.
FISCAL/FINANCE	177,027.00	108,939.69	111,885.14	65,141.86	(2,945.45)	Cleaning supplies and floor cleaning equipment purchased in the summer.
BUILDING AND SITE OPERATION	275,530.00	165,670.80	176,627.15	98,902.85	(10,956.35)	New flooring was installed in July and PA system was installed in August.
BUILDING AND SITE MAINTENANCE	113,138.00	65,997.17	79,625.64	33,512.36	(13,628.47)	
DUPLEX	1,000.00	583.33	235.80	764.20	347.53	
TELEPHONE	2,800.00	1,633.33	1,565.01	1,234.99	68.32	
NON-INSTRUCTIONAL STAFF TRAINING	640.00	373.33	670.00	(30.00)	(296.67)	WASBO Conference.
TECHNOLOGY	26,486.00	16,299.08	12,495.19	13,990.81	3,803.89	
INSURANCE AND JUDGMENTS	90,132.00	52,577.00	46,433.98	43,698.02	6,143.02	
COUNTY IDC AND TECH SERVICES	96,534.00	56,311.50	43,805.04	52,728.96	12,506.46	
TOTAL GENERAL FUND	783,607.00	468,385.24	473,342.95	310,264.05	(4,957.72)	
SPECIAL REVENUE						
EARLY CHILDHOOD	415,014.00	184,450.67	182,631.25	232,382.75	1,819.42	Savings due to new staff.
SPEECH/LANGUAGE	453,422.00	201,520.89	192,375.73	261,046.27	9,145.16	
SPECIAL EDUCATION	2,114,190.00	930,285.00	927,096.45	1,187,093.55	3,188.55	
RETIREE INSURANCE	35,000.00	20,416.67	4,312.24	30,687.76	16,104.43	An additional aide was added to EC due to student needs.
EC INSTRUCTIONAL AIDES	71,312.00	35,656.00	42,007.10	29,304.90	(6,351.10)	Due to needs of the classroom, an additional aide was hired for the school year. In addition, health insurance costs are more than budgeted due to employee selections of Additional substitute aides have been added to cover the needs of the classroom.
SE INSTRUCTIONAL AIDES	1,268,995.00	563,997.78	573,082.23	695,912.77	(9,084.45)	
SE SUB TEACHERS/AIDES	85,044.00	42,522.00	58,102.33	26,941.67	(15,580.33)	
EC SUB TEACHERS/AIDES	16,794.00	8,397.00	3,364.82	13,429.18	5,032.18	
SPECIALTY TEACHERS	176,306.00	78,358.22	78,646.04	97,659.96	(287.82)	
DIRECTION OF SOCIAL WORK	75,680.00	33,635.56	33,241.06	42,438.94	394.50	
NURSING	82,840.00	36,817.78	36,913.35	45,926.65	(95.57)	Supplies have been purchased for the school year.
OCCUPATIONAL THERAPY	300,007.00	133,336.44	134,358.31	165,648.69	(1,021.87)	
PHYSICAL THERAPY	83,342.00	37,040.89	37,590.86	45,751.14	(549.97)	
TRAINING	13,719.00	6,859.50	7,669.03	6,049.97	(809.53)	

Syble Hopp Expenditures Summary for the Month Ended January 31, 2020 - Unaudited

SE AND PRINCIPAL	287,963.00	173,268.00	166,162.78	121,800.22	7,105.22	
BOARD AND AUDIT	15,315.00	11,486.25	10,169.00	5,146.00	1,317.25	
ADMINISTRATOR	192,793.00	116,266.85	108,926.29	83,866.71	7,340.56	Savings have been recognized in attorney fees.
VEHICLE REPAIR AND FUEL	11,000.00	6,416.67	2,350.13	8,649.87	4,066.54	
TRANSPORTATION AND BUS AIDES	741,041.00	370,520.50	343,502.45	397,538.55	27,018.05	Savings recognized in bus aides, district transportation and additional wheel chair bus
UNEMPLOYMENT	10,676.00	6,227.67	2,006.81	8,669.19	4,220.86	
CESA SERVICES	26,710.00	26,710.00	27,725.06	(1,015.06)	(1,015.06)	
CAMP SOAR	75,976.00	75,976.00	78,830.42	(2,854.42)	(2,854.42)	
TRANSIT OF AID TO DISTRICTS	69,861.00	23,287.00	18,773.00	51,088.00	4,514.00	The percentage of special education aid is lower than budgeted.
TOTAL SPECIAL REVENUE FUND	6,623,000.00	3,123,453.32	3,069,836.74	3,553,163.26	53,616.60	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	62,714.00	34,841.11	38,513.30	24,200.70	(3,672.19)	Supplies for the year have been purchased. Cost per meal for the West De Pere contract is more than budgeted.
FOOD - LUNCH PROG	500.00	277.78	-	500.00	277.78	
FOOD	6,400.00	-	-	6,400.00	-	
TOTAL FOOD SERVICE FUND	69,614.00	35,118.89	38,513.30	31,100.70	(3,394.41)	

March 17, 2020

TO: BCCDEB Members
FROM: Abbie Nizzia, Principal
Kim Pahlow, Administrator

RE: Resignations

Dear BCCDEB Members,

It is with this letter that we are informing you that the following staff members have submitted their resignation from the BCCDEB – Syble Hopp School.

- Rebecca Lemons, Instructional Aide (effective 3/6/2020)
- Jessica Manibog, Teacher (will not return from her 2019-20 Leave of Absence)

We would like to thank Rebecca and Jessica for their service to the BCCDEB and wish them both the best in the future.

Cc: Carolyn Maricque, Business Manager
Sarah Johnson, Director of Special Education/Pupil Services

March 17, 2020

TO: BCCD Education Board
FROM: Kim Pahlow, Administrator
RE: Intent to Retire

Dear BCCDEB Members,

It is with this letter that I am informing you that the following staff members have officially shared their intent to retire to their immediate supervisors in writing:

- Julie Stumpf, Syble Hopp Teacher
- Paula Bavinck, Syble Hopp Instructional Aide
- Sandy Siebens, District Early Childhood Teacher
- Sheryl Brunette, District Primary Teacher

We would like to thank Julie, Paula, Sheryl and Sandy for their many years of service to the Brown County Children with Disabilities Education Board. They have had a tremendous impact on the lives of our students, families and staff during their time with the BCCDEB.

Cc: Abbie Nizzia, Principal
Carolyn Maricque, Business Manager
Sarah Johnson, Director of Special Education/Pupil Services

Brown County Children With Disabilities Education Board

**Syble Hopp School
755 Scheuring Road
De Pere, WI 54115**

**Phone: (920) 336-5754
Fax: (920) 336-7262
www.syblehopp.org**

February 18, 2020

TO: Brown County Children with Disabilities Board
FROM: Kim Pahlow, Administrator
SUBJECT: Outstanding Sensory Courtyard Pledge

There is currently one outstanding pledge remaining for the Sensory Courtyard. Mr. and Mrs. Gary Ziegelbauer originally pledged \$10,000 over five years for the project, but have not made a payment since 2016. Their current pledge balance is \$6,000. We appreciate the \$4,000 contribution that they were able to provide to the project and the collection of the outstanding balance is not necessary. We are requesting to write this pledge off, since the Sensory Courtyard obligations have been met from the generous contributions that have been received.

5.11 School Lunch Service

A. Eligibility for Free and Reduced Lunches and Special Milk

The school food service authority follows the guidelines set by the WI Department of Public Instructions hereby acknowledges its responsibility to serve lunches free or at a reduced price to students who are members of a family which has an annual income at or below the U.S. Department of Agriculture's established guidelines. The Board shall review and adopt procedures and standards of eligibility for providing free and reduced price lunches and special milk annually.

B. Pupil Privacy

All pupil free and reduced price meal information shall be kept in a file established for that purpose only and shall be available to only those limited school employees for "need to know", administration, and school nutrition personnel.

C. Public Notification

Upon adoption of the eligibility standards by the Board, the standards shall be sent to local newspapers for publication as a public service announcement and all parents of the children will be notified of the requirements.

D. School Lunch Participants

Only students or employees of the Brown County Children with Disabilities Education Board school are authorized to eat at the school lunch program on a regular basis.

E. School Lunch and Milk Rates

Prices for student and adult lunches and milk will be set annually.

F. Unpaid Meal Charges

a. **Meal accounts for the school are set up on a per student basis.**

Each student and staff meal account is expected to maintain a positive balance.

b. **The following steps will be taken when meal accounts become low:**

i. A weekly note will be sent home with student to alert families of a low or negative balance, informing the family that a payment must be made or the account will be frozen.

ii. When a student reaches negative \$25, a letter will be sent home from the Administrator indicating the negative balances and the possible solutions:

1. Establish a weekly payment plan in order to repay delinquent debt.

2. **Complete a Free/Reduced application to verify if the family is eligible for assistance.**
 3. **Recommend that a lunch from home be brought to reduce additional charges to the overdue account.**
- c. **Once a student is eligible for free or reduced meals, outstanding balances may be waived one time only. Families must submit an application for free or reduced meals each school year. Students who qualify for free or reduced meals will not be denied a meal nor given a sack lunch, as this would violate the National School Lunch Program rules.**
- d. **Debt collection efforts will be monitored by the School Secretary and the Business Manager. If debt is considered to be uncollectible, funds from the General Fund will be transferred at the end of the school year.]**

Approved: 1977

Adopted: 1987

Revised: 6/2009

Readopted: 7/2009

First Reading of Revision: 2/2014

Second Reading and Adoption of Revision: 4/2014

First Reading of Revision: 2/2020

WELLNESS POLICY

I. Purpose

- A. Research clearly indicates that there is a direct correlation between healthy children and student achievement. Nutrition and physical activity are known to positively influence a child's development, overall sense of well-being and risk of illness through adulthood. Good health fosters student attendance and education so it is critical that they have access to healthy foods and opportunities to be physically active.

As a result, the BCCDEB recognizes its responsibility to promote a healthy learning environment and invites all members of the community to share in its commitment to create and support the BCCDEB's efforts in emphasizing lifelong habits of good nutrition and physical activity.

- B. The BCCDEB shall also maintain, implement and inform the school community and general public about a district wellness policy that meets the requirements of both state and federal law. The local school wellness policy required by state and federal law is a written plan ("Wellness Plan") that includes methods to promote student wellness, prevent and reduce childhood obesity and provide assurance that school meals and other food and beverages sold and otherwise made available to students on the school campus during the school day are consistent with applicable minimum nutritional guidelines and standards.

II. Implementation

The BCCDEB will establish a diverse group of stakeholders to participate in a wellness committee that will be responsible for the development, implementation and periodic review and updating of the BCCDEB's Wellness Plan.

- A. The Board delegates primary administrative oversight of this policy to the BCCDEB Administrator and/or his or her designee.
- B. The BCCDEB School shall have a designated school wellness coordinator. The school-level coordinator shall be the building principal or another staff member who has been recommended by the principal and approved by the Administrator. The school level coordinator shall have the responsibility of contributing to the development of the Wellness Plan, ensuring school-level compliance with the Wellness Plan and ensuring the appropriate assessment and reporting of school-level progress.
- C. The BCCDEB encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

Non-food celebrations will be promoted. All food and beverages sold outside of the school meal program and marketed shall meet the standards established in the USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snack) rule.

- D. All meals will meet or exceed current nutrition requirements established under The Healthy Hunger-free Kids Act of 2010 and teachers shall integrate nutrition education into other classroom subjects. The BCCDEB shall use and make sure the the district that provides their food service uses the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the school meals environment.
- E. The BCCDEB shall provide students with physical education, using an age appropriate, sequential physical education curriculum consistent with national and state Standards for physical education. The BCCDEB shall also provide opportunities for students to participate in physical activity in addition to physical education.
- F. Nothing in this policy or in the formal Wellness Plan shall be construed to prohibit the school from undertaking additional school-level wellness initiatives, provided that such initiatives do not conflict with the formal Wellness Plan, do not supplant or replace portions of the formal Wellness Plan or have been properly authorized within the BCCDEB.
- G. The BCCDEB will evaluate compliance with the Wellness Policy no less than every three years. The assessment will include the extent to which Syble Hopp School is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture.

III. Records

- A. The BCCDEB will retain records to document compliance with the requirements of the Wellness Policy, including but not limited to: the written policy, the name and contact information of the local program leaders, documentation of public availability, annual public notification and efforts to review, assess and update the policy.

IV. Notice

- A. The BCCDEB will actively inform families and the public each year of basic information regarding its Wellness Policy, the availability of the triennial progress report and opportunities to participate on the wellness committee through the means it typically communicates legal notices, policies and information to families and the public.

V. USDA Nondiscrimination Statement and Compliance Information

- A. The United States Department of Agriculture is an equal opportunity provider and employer. The BCCDEB is also an equal opportunity provider and employer.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in language other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: US Dept. of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- 2) Fax: (202) 690-7442; or
- 3) Email: program.intake@usda.gov.

LEGAL REF.: 93.49 Wisconsin Statutes

118.01(2)(d)(2)

118.12

118.33

120.13(17)

120.13(19)

121.02(1)

Wellness Rule

PROCEDURES FOR IMPLEMENTING BCCDEB WELLNESS POLICY

The Wellness Policy outlines the BCCDEB's approach to ensuring appropriate environments and purposeful opportunities for students to learn about and practice healthy nutrition and to engage in physical activity. The Policy seeks to promote a healthy learning environment and provide opportunities for all interested members of the school and local community to become engaged.

I. Definitions

- A. School Campus. School Campus means areas that are owned or leased by the BCCDEB and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students. Programming provided by the BCCDEB staff at a district location (i.e., De Pere, West De Pere, Denmark, Wrightstown) will follow the district's established wellness policy.
- B. Marketing of Food and Beverages. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to:
 - 1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
 - 2. Free product samples, taste tests or coupons of a product or free samples displaying advertising of a product.

II. Designated BCCDEB Wellness Policy Leadership

The BCCDEB designates the following individuals as local Wellness Policy leaders with the goal and intent of ensuring, to the extent applicable, the school's compliance with the Wellness Policy. The Administrator or his or her designee shall be primarily responsible for BCCDEB-wide implementation and oversight of the Wellness Policy. The building principal or designee shall serve as the designated School Wellness Coordinator.

A. School Wellness Coordinator.

- 1. The School Wellness Coordinator shall incorporate ongoing school wellness and provide input on strategies to meet wellness initiatives, in coordination with the BCCDEB's wellness committee.

2. The School Wellness Coordinator will oversee the school's wellness initiatives and compliance with the BCCDEB's Wellness Policy.
3. The School Wellness Coordinator shall be responsible for ensuring that the nutrition goals, physical activity goals, other wellness related activities and staff wellness goals are incorporated into the School's planning and implementation process.

III. Locally-Selected Wellness Policy Goals

To promote the health and well-being of students, BCCDEB has adopted the following school wellness goals:

- A. Physical Activity Goals. The physical activity goals within this Wellness Policy are intended to help students develop their knowledge, experience and interest in specific physical activities and to obtain and appreciate the short-term and long-term benefits of personal fitness. The goals listed below, which focus on students directly engaging in physical movement and exercise, will support and supplement the BCCDEB's comprehensive physical education curriculum.
 1. Provide opportunity for physical activity in the school's daily educational program for students ages three through twenty-one.
 2. Provide a curriculum framework for a comprehensive program of physical education across grade levels. Physical education shall be designed to build interest and proficiency in the skills, knowledge and attitudes essential to a lifelong physically active lifestyle that foster a positive atmosphere, encourage self-discipline, develop motor skills and promote activities that can be carried out over the course of students' lives.
 3. Ensure supervised recess during which physical activity is encouraged through the provision of space and equipment.
 4. Offer extended learning and enrichment programs with embedded opportunities for daily periods of physical activity for all participants through the provision of space, equipment and activities such as:
 - a. Indoor Sensory Courtyard's walking path;
 - b. School therapy pool;
 - c. Daily recess;
 - d. Community-Based Instruction that includes swimming and bowling;
 - e. Walking to area establishments when appropriate;
 - f. Special Olympics.

- B. Nutrition Education Goals. The nutrition education goals established within this

Wellness Policy are intended to support and supplement state-mandated curricular elements that relate to health and nutrition, for the purpose of providing students with the knowledge and skills necessary to appreciate the benefits of and make sound decisions related to eating habits and nutrition. Targeted wellness themes include:

1. Knowledge of food guide (MyPlate);
2. Healthy heart and food choices;
3. Sources and variety of foods;
4. Diet and disease;
5. Understanding calories;
6. Food labels;
7. Multicultural influences;
8. Proper sanitation;
9. School greenhouse;
10. Cooking classes;
11. Cardiovascular activity;
12. Strength training;
13. Flexibility;
14. Athletic training;
15. Stress management;
16. Active lifestyle choices;
17. Major nutrients;
18. Serving sizes;
19. Identify and limit unhealthy food choices
20. Walking Wednesday;
21. Independent Living food shopping.

C. Nutrition Promotion Goals. By establishing nutrition promotion goals, the BCCDEB intends to provide resources and opportunities for students, staff and others that will help students to recognize, develop and practice healthy eating habits within the school environment, at home and/or in other community settings. In promoting a healthy school environment and proper dietary habits for students and staff, the BCCDEB shall:

1. Provide quality school meals with an emphasis on nutrient dense foods such as lean proteins, whole grains, low-fat dairy products and a variety of fruits and vegetables.
2. Offer access to healthy food and beverage choices during the School Day that meet the USDA standards and that may be marketed to students during the School Day.
3. Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods.

4. Make available nutrition guidelines for all foods and beverages offered and/or available during the School Day.
5. Emphasize caloric balance between food intake and energy expenditure (promote physical activity/exercise).

D. Goal for Other School-Based Activities that Promote Student Wellness. By establishing goals for other school-based activities that promote student wellness within this Wellness Policy, the BCCDEB attempts to recognize that wellness initiatives can be integrated across a variety of school-related settings and can extend beyond the school food service venues and the facilities that are specifically intended for engaging in physical activity. In addition, it is possible to promote student wellness through programs that facilitate parent/family engagement or that involve partnerships or coordination with other public and private entities.

1. Promote healthy lifestyle practices by embedding routines within the building that are aimed at increasing well-being for all (e.g., Mindful Moments, Walking Wednesday).

E. Goals that Promote Staff Wellness. By establishing goals that promote staff wellness within this Wellness Policy, the BCCDEB intends to actively support our staff who are providing an invaluable service to our students and families on a daily basis.

1. Obtain feedback from staff regarding perceived wellness status through formal and informal means to drive supports that are in place and offered to all BCCDEB staff. (e.g., school-wide survey, anecdotal report)
2. Provide staff with the opportunity to participate in a health risk assessment on an annual basis.
3. Encourage staff to be proactive about their self-care and wellness by fostering a culture that prioritizes physical, emotional and mental well-being.

IV. Standards and Nutrition Guidelines for Foods and Beverages Available to Students

A. Foods Sold to Students at School. The following nutrition standards and guidelines apply to foods and beverages offered for sale to students on the School Campus during the official School Day:

1. Reimbursable meals offered in any federally-subsidized school meal program shall meet the statutory and regulatory nutrition standards established for such meals.
2. Foods and beverages sold to students outside of the school meal programs shall meet at least the USDA's minimum nutrition standards for such items (also called the "smart snacks" or "competitive food" standards), including all permissible exemptions that are identified in the regulations or otherwise expressly allowed by the USDA.

3. Both the federal standards and this Wellness Policy allow a building principal, or another administrative-level designee, to approve (to the extent authorized by the Department of Public Instruction) a limited number of exempt student organization fundraisers involving the sale of food or beverage items that do not meet any minimum nutrition standards.
4. Foods that, with appropriate BCCDEB approval, are ordered and delivered at school or through school-related activity, but that are not intended to be (and that due to packaging, preparation requirements, etc., cannot reasonably be) consumed on a School Campus (such as a frozen pizza fundraiser) are not subject to any specific nutrition standards or time or location restrictions regarding orders or deliveries under this local Wellness Policy.

B. Other Food Available at School. The following standards and guidelines apply to foods and beverages that are offered or distributed (but not sold) to students on the School Campus during the official School Day. The BCCDEB shall inform staff of these standards and guidelines in an effort to provide clarity and assist staff, students and families in adhering to the BCCDEB's Wellness Plan.

1. Beverages:

- a) Any beverages that do not meet the USDA Smart Snacks in School nutrition standards (or current applicable federal nutrition standards) should not be served or distributed to students during the School Day without first receiving documented permission from the building principal or designee.
- b) The School must also be aware of and adhere to federal requirements regarding the availability of free drinking water for students.

2. Classroom Celebrations, Receptions for Special Events, Special Occasions and Other School-Sponsored Meetings and Events:

- a) School Provided Food. Items of minimal nutritional value that do not meet the USDA Smart Snacks in School nutrition standards (or current applicable federal nutrition standards) may be served or distributed to students with approval by the building principal or his/her designee.
- b) Parent Provided Food. Staff shall encourage parents and guardians to provide a healthy snack item to be offered in conjunction with any offering of minimal nutritional value.
- c) Dietary Accommodations. As needed and while maintaining an appropriate degree of confidentiality, staff will also make parents, guardians and students aware of restricted foods to be avoided as a

means of accommodating any identified food allergies or similar dietary restriction within the relevant class or other student group.

3. Food Offered as Part of Curriculum: Whenever feasible, staff will make healthier alternatives to recipes in food that is made as part of the curriculum.
 4. Teacher-Initiated Rewards or Learning Incentives: Staff will be encouraged to use non-food items as student rewards or learning incentives. In the event staff members feel compelled to utilize food items as an incentive, items that meet the USDA Smart Snacks in Schools nutrition standards (or current applicable nutrition standards) should be considered first and foods of minimal nutritional value should be kept to a minimum.
- C. Food an Individual Student Brings from Home. Nothing in this Wellness Policy attempts to create or modify any rules for the foods and beverages that a student brings to school for his/her own consumption.

V. Marketing of Food and Beverages

- D. No BCCDEB official, employee or agent shall prospectively authorize or allow the marketing of any foods or beverages on the School Campus during the School Day that do not meet the minimum federal nutritional standards for foods and beverages that are sold to students outside of the school meal programs.
- E. The prohibition on the marketing of certain foods and beverages established in the previous paragraph is clarified and limited as follows:
 1. The limitations on food and beverage marketing do not apply to events or activities that occur on non-School Days or outside of the School Day for students.
 2. The limitations do not apply to materials used for educational purposes in the classroom.
 3. Because the minimum federal nutritional standards for foods and beverages that are sold to students at school and outside of the school meal programs include a provision allowing a limited number of approved, exempt fundraisers, the marketing limitations do not apply to materials that relate to such fundraisers.

VI. Stakeholder Involvement and Community and Family Engagement

F. The BCCDEB Wellness Committee

1. The BCCDEB will convene a wellness committee that will include, when possible, school administrators, teachers (including physical education), school food service staff, school health professionals (e.g., registered

nurse serving the school), students, parents and guardians, School Board members, and other interested members of the community to participate in the development, implementation and periodic review and updating of the BCCDEB's Wellness Policy. The BCCDEB will actively communicate ways in which representatives of the BCCDEB's wellness committee and others can participate in the development, implementation and periodic review and updating of the Wellness Policy through a variety of means.

2. The Administrator or his or her designee shall determine the number of people on and the composition of the BCCDEB's wellness committee.
3. The Administrator or his or her designee shall select a chairperson to convene and oversee the BCCDEB's wellness committee.
4. The BCCDEB's wellness committee responsibilities shall include:
 - a) Monitoring compliance with the BCCDEB's Wellness Policy;
 - b) Fostering communication regarding wellness activities;
 - c) Providing guidance to staff with respect to possible alternative options to snacks or suggested snacks;
 - d) Identifying and promoting professional development opportunities for staff relative to student wellness;
 - e) Nutrition promotion through avenues such as Syble Hopp School's website and school newsletter.s; and
 - f) Making recommendations for changes and updates to the BCCDEB's Wellness Policy.

VII. Assessment, Revisions and Updates

- G. At least once every three years, the BCCDEB will evaluate compliance with the Wellness Policy including:
 1. The extent to which Syble Hopp School is in compliance with the Wellness Policy.
 2. The extent to which the BCCDEB's Wellness Policy compares to one or more model local school wellness policies/plans; and
 3. A description of the progress made in attaining the goals of the BCCDEB's Wellness Policy.
- H. Such assessments will be completed under the direction of the Administrator or his or her designee.
- I. The BCCDEB will assess and update or modify the Wellness Policy at least every three years, based on the results of the triennial assessments and/or as the BCCDEB priorities change; community needs change; wellness goals are met; new health science, information and technology emerges; and new federal or state guidance or standards are issued.

VIII. USDA Nondiscrimination Statement and Compliance Information

- B. The United States Department of Agriculture is an equal opportunity provider and employer. The BCCDEB is also an equal opportunity provider and employer.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in language other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 4) Mail: US Dept. of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- 5) Fax: (202) 690-7442; or
- 6) Email: program.intake@usda.gov.

LEGAL REF.: 93.49 Wisconsin Statutes

118.01(2)(d)(2)

118.12

118.33

120.13(17)

120.13(19)

121.02(1)

Syble Hopp School—Wellness Policy

The administrators, faculty, and staff of Syble Hopp School believe that students are our most precious resource and are dedicated to creating the ideal conditions for learning to occur. The School recognizes that student health has a direct impact on quality of life as well as academic performance. It strives to educate students about making healthy lifestyle choices which can be carried into and enrich their adult lives. In an effort to help each student achieve optimum physical, social and intellectual growth, the School is committed to providing an educational environment that promotes student wellness through regular physical activity and proper nutrition.

Education:

Student Education:

The Brown County CDEB is committed to the development of a comprehensive curriculum approach to nutrition and physical activity for children between the ages of 3-21 years old who attend Syble Hopp School. All instructional staff will be encouraged to integrate wellness themes into daily lessons when appropriate including MyPlate. This policy reinforces education to help students practice these themes in a supportive school environment. These wellness themes include but are not limited to:

- Knowledge of food guide pyramid (MyPlate)
- Healthy heart choices
- Sources and variety of foods
- Healthy food choices
- Diet and disease
- Understanding calories
- Food labels
- Multicultural influences
- Proper sanitation
- Yearly all-school nutrition and exercise assembly
- School Greenhouse
- Cooking classes
- Cardiovascular activity
- Strength training
- Flexibility
- Athletic training
- Stress management
- Active lifestyle choices
- Major nutrients
- Serving sizes
- Identify and limit junk food
- Hopp Healthy Eating poster contest
- Walking Wednesday

Parent Education:

Nutrition and physical activity education will be provided to parents in the form of handouts, information in the school newsletter, or presentations that focus on nutritional value and healthy lifestyles.

Physical Activity:

The Brown County CDEB has a strong tradition of excellence in including in the school curriculum physical activities and recognizes the value of regular physical activity. The CDEB has invested in providing excellent exercise and physical opportunities for its students. As a result, the CDEB will:

- Utilize the Indoor Sensory Courtyard's walking and bicycle paths.
- Utilize the school therapy pool.
- Promote the yearly 5k fun run (Dash For A Splash).
- Continue to include daily recess.
- Continue community outings that include swimming and bowling.
- Curriculums to include walking to area establishments.
- Continue to offer Special Olympic involvement.
- Continue to offer and promote community activities involving physical activity.
- Continue an education-based approach in physical education classes which promotes physical fitness, wellness and life long learning.
- Continue to meet the Physical activity goals and objectives of the students IEP's.

In recognition of the effect that nutrition has on the ability to concentrate and perform academically, the Brown County CDEB will limit its offerings of foods and beverages before and during the school day, which could impair classroom performance. The CDEB strongly encourages the sale or distribution of nutrient dense foods, which are those that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the CDEB has adopted the following Nutrition Standards governing the sale of food, snack products and beverages on school grounds. It is recognized that there may be rare, special occasions when the school Administration or its designee may allow a school group to deviate from these guidelines.

Food:

- Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits and vegetables.

Snack Products:

- Encourage the consumption of nutrient dense snacks, i.e., whole grains, fresh fruits and vegetables.
- Any given snack item for sale prior to the start of the school day and throughout the instructional day will:
 - Contain no more than 25% of its total calories derived from added sugar, unless the product contains 10% daily value of fiber. Sugar includes brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose, syrup).
 - Contain no more than 35% of its total calories from fat.
 - Contain no more than 1 gram of saturated fat and zero grams of trans fat.
 - Contain 60 mg. of cholesterol or less.

- Contain 270 mg of sodium or less.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Food high in monounsaturated fat helps lower “bad” LDL cholesterol and maintains “good” HDL cholesterol.

Beverages:

- The following beverages will not be sold on school ground prior to and throughout the instructional day.
 - Regular/diet sodas
 - Water/water products containing more than 10 calories.
 - Juice products that contain less than 50% natural fruit juice.

School Nutrition Program:

- The school lunch program will offer a more varied menu as well as increase the offerings of whole grain foods, fresh fruits and vegetables.
- The full meal program will continue to follow the U.S. Government’s Nutrition Standards as well as the District Nutrition Standards.

Lunchroom Climate:

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- The lunchroom environment will be a place where students have:
 - Adequate space to eat and pleasant surroundings
 - Adequate time for meals in accordance with the recommendations of the School Nutrition Association of Wisconsin.
 - Convenient access to hand washing facilities before meals.

Fundraising:

- All fundraising projects are encouraged to follow the District Nutrition Standards.
- All fundraising projects for sale and consumption within and prior to the instructional day will be expected to make every effort to follow the District Nutrition Standards when determining the items being sold.
 - Items being sold that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e., limit quantity sold to an individual student).
 - Items being sold that do not meet the District Nutrition Standard may be acceptable when offered on an intermittent basis.

Teacher to Student Incentive:

Strong consideration should be given to nonfood items as part of any teacher to student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Policy Implementation:

~~The Administration and or designee shall have the operational responsibility for the implementation and monitoring of the Wellness Policy. The Wellness Committee will serve as a resource to the school sites and will help to monitor and make revisions as necessary. The committee membership includes the District Food Service Coordinator, Teachers, Staff Members, Administrators, parent representatives, and the School Nurse.~~

First Reading:	8/2/06
Adopted:	9/13/06
Reviewed:	2010, 2011, 2012, 2013, 2014, 2015, 2016